

Notes/Instructions (delete this page before delivery)

This document is a template intended for use by Code 582 (Flight Software Branch) personnel to report on their experience on a trip to an external organization.

If more than one FSSB person attended the trip, all of the reports can be combined into one document if desired.

The following style conventions are used throughout:

Text in this style (style name “Normal”) is used for text that is equally applicable to all Reports and should be included without modification.

[Text in this style (style name “TAILORING ADVICE”) is advice on how to tailor the text in any specific section, or an example of the type content expected.]

As the report is developed, the generic [TAILORING ADVICE] text and examples should be replaced with material that applies to the specific life-cycle review.

General Tailoring Guidelines

This section includes general tailoring guidelines applicable to the whole document. Specific recommendations are included in applicable sections.

The length and level of detail of the report should be commensurate with the scope and complexity of the project. Section headings may be added where necessary, but existing headings should not be modified or deleted.

Finally, in the target report, this entire page should be deleted.

See the following address for samples of previous FSW Trip Reports:

<http://fsw.gsfc.nasa.gov/internal/tripreports.html>

This table shows the update history for the template.

Version	Date	Description	Affected Pages
1.0	10/23/07	Initial version based on FSB External Review Panel Member Report Template version 0.2	All

[10/23/2007]

TO: Flight Software Systems Branch/Head

CC: [List names and titles of people that should receive a copy of this report.]

FROM: [Attendees' Name(s)]

SUBJECT: [Trip Name]

OVERVIEW OF OBSERVATIONS

[Describe the highlights of the trip. See the URL on the Instructions page for a link to mission examples. Cover the following topics:]

- Reason for the trip + dates
- Place(s) visited
- Contacts made
- Overall usefulness of the trip
- Issues/concerns (if any)

SUMMARY OF FSSB RECOMMENDATIONS

[If you or other FSSB attendees made recommendations to the external organization, summarize them in the following table. If not, leave the heading and the table but put the notation "N/A" in the description column of the table.]

[I/The GSFC FSW Team] submitted following recommendations:

#	Originator	Recommendation
1	John Doe	Lack of requirements for handling processor exceptions.
		Add rows as necessary

SUGGESTIONS FOR FSSB

[Observations of what the external organization is doing that we could learn from. If none, put "N/A"]

[Attendee signature (repeat as necessary if more than one attendee)]